

How to Apply

Step 1:

Complete an Application for Fish Passage Barrier Evaluation.

Step 2:

Mail the completed Application for Fish Passage Barrier Evaluation to:

Small Forest Landowner Office
Department of Natural Resources
PO Box 47012
Olympia, WA 98504-7012

Application Deadlines

Applications will be accepted year-round. However, there are two Program application deadlines in 2004:

January 31st, 2004 – for projects to be constructed during the 2004 construction window.

August 1st, 2004 – for projects to be constructed during the 2005 construction window.

Note: A construction window is generally June 15th to September 30th.

Application Processing

Step 1:

When your application is received at the Small Forest Landowner Office, a Program representative will contact you to arrange a site visit. During the site visit, the instream structure will be evaluated to determine whether it is a fish passage barrier. If it is determined that the instream structure is not a barrier, no further action will be taken and you will not be enrolled in the Program. If the structure is confirmed as a barrier, the barrier evaluation will be processed further (Step 2).

Step 2:

The barrier evaluation will then be sent to the Office of the Interagency Committee (IAC). IAC is responsible for managing Program funds and will assign a number to your application.

Step 3:

The barrier evaluation is then sent to the Fish Passage Team. This Team is made up of forestry and fisheries professionals from the Washington Department of Natural Resources, Washington Department of Fish and Wildlife, and the Salmon Recovery Funding Board.

The Fish Passage Team will review existing watershed information to identify locations of other blockages within the watershed, make an assessment of the habitat, and evaluate fish use in the project area. The review will consider:

- Numbers of fish species estimated to have potential benefit from correction of the fish passage barrier as well as the quality and quantity of habitat estimated to be opened by the project.
- Cost of project.
- Additional comments or data available from the Lead Entity or watershed group in your area.

Note: Numerical values, thresholds, or targets have not been established for these criteria. Each project will be compared and contrasted to all projects in the current Program cycle and those projects not funded during previous cycles.

For high priority projects, a second site visit will be made to determine an appropriate barrier correction option and develop a rough project cost estimate. A final prioritization determination will be made for each project based on the above criteria.

Step 4:

The Fish Passage Team will submit a prioritized list of projects to the Department of Natural Resources, Small Forest Landowner Office. Projects determined to have the greatest potential benefit to fish will be prioritized and funded accordingly. The Department will make the final decision on which projects receive assistance.

|

Successful Projects

All applicants will be notified of their project's position on the prioritized list. Projects not considered a high priority during one funding cycle will be reconsidered during subsequent funding cycles. Applicants are not required to correct fish passage barriers until their projects are ranked as high priority and funding is available.

It is recommended that a landowner contact a project sponsor at this time. The project sponsor can provide assistance with submitting the necessary permits, engineering the project, working with contractors and managing all aspects of the grant process.

If a landowner intends to manage the project, he or she will be asked to sign a formal project agreement with the IAC. If a landowner has the work done by a project sponsor, an agreement may also be necessary between the landowner and the project sponsor (see sample Landowner Agreement in [Appendix B](#)), and another between the sponsor and the IAC.

Note: A landowner may not claim reimbursement for administration or "supervision" of a sponsor. The sponsor must establish a contract with the state to manage the project and be eligible for receiving reimbursement for project administration costs.

Projects must meet or exceed state fish passage criteria as defined by WDFW to be eligible for reimbursement. WDFW will approve the final design of the project prior to construction.

A pre-construction meeting may be necessary between the engineer, contractor, landowner and/or sponsor and a state agency representative. The meeting objective is to ensure the contractor has a clear understanding of the design elements (e.g. fish passage criteria, erosion control, etc.) and address any potential challenges with the construction site. A final inspection will be required to verify the project was completed, meets WDFW fish passage criteria and was constructed as designed.